

63-283 Mandatory Mid-Period Reports

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63-283.1 Mid-Period Changes

Eligibility Workers are required to take action on specified changes reported on the SAR 7, recertification or during the certification period (mid-period). Mid-period changes include changes that result from:

- Mandatory reports,
- Voluntary reports, and
- County-Initiated actions.

All CalFresh households may report mid-period changes in writing, online, verbally, or in person at the Family Resource Center (FRC).

Semi-Annual Reporting (SAR) households may also report changes in writing using the:

- [SAR 3](#) Mid-Period Status Report for Cash Aid and CalFresh, or
- [CF 377.5 SAR](#) CalFresh Mid-Certification Period Status Report

If a household prefers to report mandatory mid-period changes in writing, provide the SAR 3 or CF 377.5 SAR at initial application, recertification, or any time the household requests the forms.

A. CALFRESH MANDATORY MID-PERIOD REPORTS

All CalFresh households subject to SAR are required to report mid-period when:

- The household's income exceeds the CalFresh Income Reporting Thresholds (IRT) ([63-283.3](#)), and when
- Able-Bodied Adults without Dependents (ABAWD) work hours drop below 20 hours averaged monthly outside of the household's initial certification or recertification and SAR 7 reporting month. Refer to [63-283.10](#).

Households are required to report mandatory changes within 10 calendar days of the date the change **becomes known to the household** (63-283.2.B).

See [63-1101.6](#) for current CalFresh IRT.

B. WHEN THE CHANGE BECOMES KNOWN TO THE HOUSEHOLD

The date the change becomes known to the household is the date the household first receives the income exceeding the IRT.

When the household reports income over the IRT, determine if the reported income is reasonably anticipated to continue. Discontinue the case with timely notice if the income is reasonably anticipated to continue to exceed the household's income eligibility limits for the remainder of the certification period.

Example:	
Situation	A household member is offered a job that will trigger a mandatory report of income over IRT. The household starts the job on July 15, is first paid on August 15, and reasonably anticipates the income will continue.
Outcome	<ul style="list-style-type: none">• If the household reports the change in income on August 16, discontinue the case effective August 31 (with timely notice).• If the household reports the income on August 23, discontinue the case September 30 allowing for timely notice. <p>In either circumstance, the household has met their reporting requirement (10 days from when the change was known to the household). There is no overissuance for August or September because the household met their reporting requirement and you took the appropriate action.</p>

C. MANDATED REPORTS FOR CALWORKS

Some mid-period changes are required to be reported for the CalWORKs program that are not required to be reported for CalFresh.

Refer to:

- [63-283.8](#), CalWORKs/Public Assistance CalFresh (PACF) Mandatory Reports and
 - [63-283.9](#), CalWORKs/PACF Voluntary Reports.
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63-283.3 Income Reporting Threshold (IRT)

The IRT is an income threshold that informs the household when they are mandated to make a mid-period report of an increase in income. The CalFresh IRT is the amount likely to make a family ineligible for CalFresh.

CalFresh recipients are required to report mid-period when their income exceeds the IRT for their household size.

Refer to [63-1101.6](#) for current CalFresh IRT.

63-283.4 Informing Households of their IRT

SAR households are notified of their mandatory reporting responsibilities via the **Reporting Changes for Cash Aid and CalFresh** ([SAR 2](#)) informing notice. The SAR 2 is issued when the case is initially approved, every 6 months and when the IRT changes during the certification period. The SAR 2 informs the household of the following:

1. The requirement to report within 10 days when gross monthly income exceeds the IRT;
2. The consequences for failing to report; and
3. The current IRT amount for the household size and current gross monthly income.

The IRT is updated every October using the FPL that was published the previous January.

63-283.5 Evaluation of Mandatory Mid- Period Reports

The household is required to report mid-period when their income exceeds their IRT ([63-283.3](#)).

When a household reports income that may be over the CalFresh IRT, determine if the income is expected to continue.

- A. If a household reports and provides undisputed verification that requires no further inquiry that their combined gross income is over the CalFresh IRT and will continue at that level, discontinue the case mid-period with timely notice.
- B. If the household voluntarily reports income mid-period which

may be over the IRT but is not verified:

1. Send out the [CF 32 CalFresh Request for Contact](#) letter to request verification of income; and
2. Document in Case Comments.

If the verification is ...	Then ...
Not received by the due date,	Discontinue the case with timely notice for failing to provide verification.
Received by the due date and the household's income is over the IRT and is expected to continue, <i>Refer to 63-283.5(C) below</i>	Discontinue the case with timely notice.
Received by the due date and the income is less than the household's IRT and is expected to continue,	Decrease benefits with timely notice and document in case comments. Refer to 63-274.2(D) and 63-275.2 .

- C.** Households with an unanticipated one-time increase in income that is not expected to continue (e.g., receipt of an extra paycheck in a month or an increase in pay due to overtime or extra hours) are not required to report again another one-time increase in the same certification period.

For example, a household member that is paid bi-weekly has two months during the year with three pay checks. If the household reports income over the IRT due to the extra pay check, do not take action to discontinue the case or decrease benefits because the income increase is not expected to continue.

Refer to Sections [63-283.6](#), [283.8](#), and [63-284](#).

63-283.6
Examples of
Mandatory Mid-
Period Reports

Example 1:	
Scenario	1. On April 15, 2015 a SAR household reports mid-period that their income has increased over the IRT. The household expects the income will continue at this level.
Outcome	1. Send the CF 32 requesting proof of income allowing 10 days to provide. 2. The household fails to provide verification of income by the due date.

	3. Discontinue the case with timely notice effective May 31, 2015 for failure to provide information when the household fails to provide verification by the due date (April 25, 2015).
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Example 2:	
Scenario	A household with SAR cycle 1 reports a mid-period increase in income. The income could be over IRT. The income change is expected to continue.
Outcome	<ol style="list-style-type: none"> 1. Request income verification via the CF 32. 2. The household sends the verification timely. No further inquiry is necessary. 3. Decrease benefits with timely notice, even if the income is under IRT, because the report is VUR (the household sent the verification).

63-283.7
IRT of
Households with
Excluded
Members

The IRT limits of households that include a noncitizen apply to all members of the household including ineligible noncitizens.

Example 1:	
Scenario	<p>A household of three that has no income includes one noncitizen. The household's IRT for three is \$3,300 (effective 10/1/14).</p> <p>The household reports on the SAR 7 that the noncitizen member found work, which is expected to continue.</p> <p>The monthly income is \$3,600.</p>
Outcome	<p>Prorate the noncitizen's income to determine if the income is over the IRT:</p> $\$3,600 / 3 = \$1,200$ $\$1,200 \times 2 = \$2,400$ <p>The household is not over the IRT. Update the CalFresh budget effective the month after the submit month (with timely notice).</p>

Example 2:	
Scenario	<p>Same household situation as above. However, one of the eligible members earns \$1,000/month.</p> <p>The household reports on the SAR 7 that their income is now \$4,600 with the ineligible noncitizen earning \$3,600/month.</p>
Outcome	The worker will prorate the noncitizen's income and add

	<p>to the eligible household member's income:</p> $\$3,600 / 3 = \$1,200$ $\$1,200 \times 2 = \$2,400$ $\$2,400 + \$1,000 = \$3,400$ <p>The household is over the IRT. Discontinue the case effective the last day of the submit month (with timely notice).</p>
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Due to the income proration computation, households with noncitizens may not always know when their income may be over the IRT or if an income change may increase their benefits.

Encourage households with noncitizens to report all changes to be able to issue additional benefits timely or to avoid overissuances.

63-283.8
CalWORKs/
PACF Cases:
Mandatory
Reports

A. CalWORKs MANDATORY REPORTS

CalWORKs households are required to report the following changes within ten days:

- When income exceeds the CalWORKs IRT;
- Drug felony convictions;
- Fleeing felon status;
- Violations of conditions of probation or parole; and
- Address changes.

B. ACTION ON CALWORKS MANDATORY REPORTS

For CalWORKs/PACF cases, if the Assistance Unit (AU) reports a change that is mandated to be reported for CalWORKs, take action on the PACF case to reduce or discontinue benefits only if CalWORKs takes action on the change.

If an AU reports income that is over the CalWORKs IRT that results in a change in the CalWORKs case, the worker will also take action on the CalFresh case and recalculate the allotment.

Example 1:	
Scenario	<p>A non-exempt AU/household of three has gross earned income of \$1,200 per month. The SAR Payment Period is January through June, and benefits have been determined using monthly income of \$1,200.</p> <p>On February 15, the mother reports that her monthly earnings increased to \$1,800, which is greater than her CalWORKs IRT of \$1,654 (the CalWORKs Tier 2 IRT</p>

	for a non-exempt AU of three (effective 10/1/13) and that she anticipates this income will continue at that level.
Outcome	<p>After applying the appropriate income disregards, the CalWORKs worker determines that the AU is financially ineligible for CalWORKs.</p> <ul style="list-style-type: none"> • Discontinue the CalWORKs case (without waiting for verification of the new income) effective February 28. The family is no longer Categorically Eligible for CalFresh once cash aid is discontinued due to financial ineligibility. • Discontinue CalFresh effective February 28 because action has been taken on a CalWORKs mandated report. • TCF would begin March 1 with an allotment amount equal to the last month of CalWORKs eligibility adjusted for the loss of the CalWORKs grant (63-321.2).

Example 2:	
Scenario	<p>A non-exempt AU of three has no income and is currently in the July through December SAR Payment Period. Their grant amount is \$895 (CalWORKs Tier 1 IRT effective 10/1/13).</p> <p>On September 25 the household reports that the mother got a new job in August and will be paid twice a month. She received her first two paychecks of \$475 on August 15 and 31.</p>
Outcome	<p>The AU's grant and allotment amount is recalculated based on this new income.</p> <ul style="list-style-type: none"> • Because the AU exceeded their IRT on August 31 and the household did not report the income over IRT timely for CalWORKs (by September 10; within 10 days of receipt) and there is no time to decrease the grant amount for October, her grant will be recalculated effective November 1, but she will have a CalWORKs overpayment for September and October. • The CalFresh allotment amount will also be recalculated effective November 1 because this is a mandatory report for CalWORKs and CalWORKs is taking action on the case. <p>Do not establish an overissuance for CalFresh because the CalWORKs IRT report is not a mandatory report for CalFresh.</p>

B. Report of Drug Felony Conviction, Fleeing Felon Status, Parole/Probation Violations for CalWORKs

When a CalWORKs/PACF household reports a change in drug or fleeing felon status or a parole/probation violation that is confirmed for the CalWORKs case, take action on the reported information in the CalFresh case because action is being taken on a CalWORKs mandated report. Discontinue the individual from CalFresh at the same time as CalWORKs, at the end of the month with timely notice, **if the drug felony is disqualifying for CalFresh**. Refer to [63-164.2-4](#).

NOTE: Non-Assistance CalFresh (NACF) households are not required to report a change in drug or fleeing felon status or probation/parole violations during the certification period. See [63-284.10](#).

Example 3:	
Scenario	<p>An AU/household is in the semi-annual period of January through June.</p> <p>On March 20, the AU reports timely that the mother was convicted of a drug felony on March 10.</p>
Outcome	<p>This is a mandatory report for CalWORKs.</p> <p>Discontinue the mother from CalWORKs, and CalFresh effective April 1 with timely notice if the drug felony is disqualifying for CalFresh.</p> <ul style="list-style-type: none">• Assess a CalWORKs overpayment for April, and• Do not establish an overissuance for CalFresh because the felony report is not a mandatory report for CalFresh.

63-283.9
CalWORKs/
PACF Cases:
Voluntary
Reports

If the AU/household **voluntarily** reports a change that is not required to be reported for CalWORKs, take action on the PACF **only if the reported change is verified upon receipt (VUR)** regardless of whether or not CalWORKs takes action. Refer to [63-284.1\(C\)](#).

Example 1:	
Scenario	<p>The AU/household reports that a household member has left the home.</p>
Outcome	<p>CalWORKs:</p> <p>Since this is a voluntary report for CalWORKs, do not take action to discontinue the person from CalWORKs.</p> <p>CalFresh:</p> <p>The report is considered VUR for CalFresh. Therefore, discontinue the household member from CalFresh mid-period with timely notice. Refer to 63-284.1.C and 63-</p>

When an AU/household reports an income change mid-period that is under the CalWORKs IRT and CalWORKs does not take action, take action on the CalFresh case **only if the report is VUR**.

Example 2:	
Scenario	<p>An AU/household reports mid-period an increase of income they believe is over the CalWORKs IRT.</p> <p>At the same time as the report, the household provides verification of the new income and expects the income increase will continue for the remainder of the certification period.</p>
Outcome	<p>CalWORKs: The AU is not required to report the income increase and the income is not over the CalWORKs IRT. Do not decrease CalWORKs benefits.</p> <p>CalFresh: Since all the information and verification was received and there is no need to contact the household for additional information, decrease CalFresh benefits mid-period with timely notice because the report is considered VUR.</p>

Example 3:	
Scenario	An AU/Household reports mid-period a pay increase of 50 cents per hour. The income is below the CalWORKs IRT.
Outcome	<p>CalWORKs: The AU is not required to report the income increase. Verification is not required because the income increase is clearly below the CalWORKs IRT. Do not take action to decrease benefits.</p> <p>CalFresh: Since the report is voluntary and CalWORKs did not take action and did not require verification, do not decrease CalFresh benefits because the report is not VUR.</p>

hours per week or 80 hours per month.

Determine ABAWD status prospectively on a semi-annual basis.

NOTE: ABAWDs reporting requirements are not currently in force because a waiver is currently in effect exempting ABAWDs from work requirements.
